

# **REQUEST FOR APPLICATIONS (RFA): #0808-03**

**Government of the District of Columbia  
Office of the Chief Financial Officer  
Office of Research and Analysis**

**Department of Human Services  
Office of Early Childhood Development**

**FY 2003 Latchkey, CPR and First Aid Grant**



**DHS/OECD invites the submission of Applications for Funding through the Temporary Assistance for Needy Families (TANF) Program under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.**

**Announcement Date: August 6, 2003  
RFA Release Date: August 8, 2003**

**Application Submission Deadline: September 12, 2003, 5:00 p.m.**



# ***NOTICE***

## **PRE-APPLICATION CONFERENCE**

***WHEN:*** *August 27, 2003*

***WHERE:*** *941 North Capitol Street, NE  
Training Room A  
Washington, DC 20002*

***TIME:*** *2:30 p.m. – 4:30 p.m.*

***CONTACT PERSON:*** *Aurora L. Delespin-Jones  
Office of Research and Analysis  
414 4<sup>th</sup> Street, NW, 400 South  
Washington, DC 20001  
(202) 727-7775*

**Checklist for Applications  
FY 2003 Latchkey, CPR and First Aid Grant**

- ☐ The applicant organization/entity has responded to all sections of the Request for Application.
- ☐ The Applicant Profile, found in Attachment A, contains all the information requested.
- ☐ The Program Budget is complete and complies with the Budget form in Attachment E of the RFA. The budget narrative is complete and describes the category of items proposed.
- ☐ The application is printed on 8½ by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins.
- ☐ The program narrative section is complete and is within the fifteen-page limit for this section of the RFA submission.
- ☐ The applicant is submitting the required six (6) copies of its application, including an original and five (5) copies.
- ☐ The application format conforms to the “Application Format” listed in Section VII, page 21 of the RFA.
- ☐ The Certifications and Assurances listed in Attachments B and C are complete and contain the requested information.
- ☐ The appropriate appendices, including program descriptions, staff qualifications; individual resumes, licenses (if applicable), and other supporting documentation are enclosed.
- ☐ The application is submitted to ORA no later than 5:00 p.m. on the deadline date of September 12, 2003.
- ☐ The application is submitted with two original receipts, found in Attachment D, attached to the outside of the envelope or package for ORA's approval upon receipt.
- ☐ Appendices are included in the application submission.

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**District of Columbia  
Department of Human Services  
Office of Early Childhood Development**

**Request for Applications (RFA): #0808-03**

**FY 2003 Latchkey, CPR and First Aide Grant**

**SECTION I                      GENERAL INFORMATION**

**Introduction**

Nationally, the District of Columbia Department of Human Services (DHS), Office of Early Childhood Development (OECD) is ranked number one in the country for national accreditation on its family child care homes and number three for its child care centers. The Office of Early Childhood Development (OECD) is the lead agency responsible for coordinating early childcare and education childcare services to children and their families in the District of Columbia. OECD provides subsidized child care services to eligible families with children six weeks through age 12, with services available for children with disabilities up to age 19. OECD offers services for infants and toddlers, from birth through two years of age, with developmental delays and/or disabilities and their families.

The mission of the Office of Early Childhood Development (OECD) is to ensure that the government and private sectors are aware of and responsive to child development and early education needs of the community. This is achieved through partnerships with the public and private sectors. The Office of Early Childhood Development (OECD) is responsible for coordinating efforts to expand and improve child development and early education services in both the public and private sectors.

OECD administers a number of federally funded programs for early care and child development. These federally funded programs provide resource development activities, design and implement child care expansion and quality improvement efforts, provides consumer services, and coordinates all professional development initiatives for early care and education providers.

In FY 2004 OECD is committed to improving the quality and expanding the supply of childcare providers in the District of Columbia. Through the provision of support services, training and technical assistance, OECD seeks to assure that new and existing child care providers are able to achieve maximum effectiveness in the delivery of services, and that public funds for child care services are managed appropriately in the process.



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## **Target Population**

The target population varies according to the specific program area outlined below under this request for application (RFA).

### **Telephone Hotline Support Services:**

The target population for the Telephone Hotline Support Services shall include children ages 5 and up who are residents of the District of Columbia and children in public, charter, private and parochial schools.

### **Pediatric CPR and First Aid Training:**

The target population for Pediatric CPR and First Aid shall include persons working in licensed childcare centers and family childcare homes. Priority is given to those programs with a provider agreement with the Office of Early Childhood Development (OECD); relative and in-home providers, and potential providers participating in OECD funded grants or Child Development Associate Credential program or program of the MACECD/OECD Accreditation Partner.

## **Eligible Organizations/Entities**

Applications are requested from organizations that can provide the required services. This may include any licensed childcare provider, nonprofits, including centers and faith-based organizations, private and for profits organizations. Institutions of post-secondary education may also apply.

Each program area has specific requirements. Applicants should refer to the Program Service section for additional information on eligible organizations and entities.

## **Source of Grant Funding**

The funds are made available through the Child Care and Development Fund (CCDF) from the U.S. Department of Health and Human Services, Administration for Children, Youth and Families.

## **Award Period**

Grant awards will be for an initial period not to exceed 12 months, from the date of award. After the initial grant period, eligibility for continued funding is contingent upon compliance with all terms and conditions of the award, program and fiscal requirements, evidence of satisfactory grant performance and the availability of funds



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## Grant Awards and Amounts

Approximately \$200,000 will be made available through a competitive grant process in fiscal year (FY) 2003. Funds will be awarded to sustain support services, training and technical assistance. OECD intends to award up to \$100,000 per program in the following areas:

- Provider Training in Pediatric First Aid and CPR, up to \$100,000
- Telephone Hotline Support Services, up to \$100,000

## Contact Person

For further information, please contact:

Aurora L. Delespin-Jones  
Office of the Chief Financial Officer  
Office of Research and Analysis  
441 4<sup>th</sup> Street, NW, 400 South  
Washington, DC 20001  
Phone (202) 727-7775  
Fax (202) 727-9010  
[Web Site: www.cfo.dc.gov](http://www.cfo.dc.gov)

## Internet

Applicants who obtained this RFA through the Internet shall provide the Office of Research and Analysis (ORA) with the following:

- Name of organization;
- Key contact;
- Mailing address; and
- Telephone and fax numbers.

This information shall be provided so that the applicant will receive updates and/or addenda to the FY 2003 Latchkey, CPR and First Aide Grant.

## Pre-Application Conference

The Pre-Application Conference will be held on August 27, 2003 from 2:30 p.m. to 4:30 p.m., at 941 North Capitol Street, N.E., Training Room A, Washington, DC, 20002. **It is strongly recommended that applying organizations attend the pre-application conference.**





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## **Explanations to Prospective Applicants**

Any prospective applicant with questions, desiring an explanation or interpretation pertaining to this RFA must request it in writing in time to reach the contact person listed above on or before September 5, 2003, at the address listed in Section II. Any information given to a prospective applicant will be furnished promptly to all other known prospective applicants, if the information is necessary in submitting applications, or if the lack of it would be prejudicial to any other prospective applicants.

Questions submitted after the deadline date will not receive responses. Please allow ample time for mail to be received prior to the deadline date.

**Applicants should not contact Office of Early Childhood Development regarding this RFA.**



## SECTION II SUBMISSION OF APPLICATIONS

### Application Identification

A total of six (6) copies only, (**original and five (5) copies**), of the application to be submitted in a sealed envelope or package. Attachment D should be affixed to the outside of each envelope or package. Of the six (6) copies, one (1) copy must be an original. ORA will not forward the application to the review panel if the applicant fails to submit the required six (6) copies with Attachment D affixed to the outside of each envelope or package. Telephonic, telegraphic and facsimile submissions **will not be accepted**.

### Application Submission Date and Time

Applications are due no later than 5:00 p.m., on September 12, 2003. All applications will be recorded upon receipt. **Applications accepted at or after 5:01 p.m., September 12, 2003, will not be forwarded to the review panel.** Any additions or deletions to an application will not be accepted after the deadline.

Six (6) copies, including an **original and five (5) copies**, of the application **must be** delivered to the following location:

Office of Research and Analysis  
441 4<sup>th</sup> Street, NW  
Suite 400 South  
Washington, DC 20001  
Attention: Aurora L. Delespin-Jones

### Mail/Courier/Messenger Delivery

Applications that are mailed or delivered by Messenger/Courier services **must be** sent in sufficient time to be received by the 5:00 p.m. deadline on September 12, 2003, at the above location. Applications arriving via messenger/courier services after the posted deadline of 5:00 p.m., September 12, 2003, **will not be forwarded to the review panel. All packages must be delivered to Suite 400 South and not left in the mailroom by the courier service.**

### Delivery Procedures

As a result of the tragedy on September 11, 2001, building management has implemented New Security Procedures for the delivery of applications to our office. Please follow the procedures below to ensure that your applications are delivered to ORA efficiently and on time. Applicants should allow at least one-hour **before the 5:00pm deadline to clear the security checkpoints.**

1. Enter through the rear of the building at the loading dock.
2. Mailroom Security may pre-screen application packages.
3. The applicant will be directed to Suite 400 South.
4. **ORA Staff** will accept and sign for application packages (only).

**NOTE: ORA will not accept responsibility for delays in the delivery of applications to the 4th Floor, Suite 400 South.**



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## **SECTION III                      PROGRAM AND ADMINISTRATIVE REQUIREMENTS**

### **Use of Funds**

Grant funds shall only be used to support activities defined in the Program Services of this RFA.

### **Certifications and Assurances**

Applicant organizations shall complete and return the Certifications and Assurances listed in Attachments B and C with the application submissions.

### **General Grant Requirements**

1. The applicant shall submit any proposed printed materials, or materials acquired from sources for review and approval, prior to utilization and dissemination under this grant.
2. The applicant shall meet with the OECD when requested, to share information and technical assistance related to the status of grant activities, education, services, and literature.
3. The applicant shall be responsible for documenting and describing program successes, unmet needs, barriers and problems encountered, and shall report to OECD on a monthly basis on the status and activities performed pursuant to the grant.
4. The applicant must describe the manner in which the staff or any subcontractors employed by or under contract with the applicant, as of the date of this application.
5. The applicant must provide agreements between any subcontractor or other cooperating entity. These agreements must define the structure, reporting relationship, and scope of work to be performed. The name of each staff member or subcontractor staff and the percentage of time that each will devote to the project.

### **Staff Requirements**

1. The applicant shall employ and maintain documentation that staff possesses adequate training and competence to perform the duties, which they have been assigned.
2. The applicant shall maintain a complete written job description covering all positions funded through the grant, which must be included in the project files and be available for inspection on request. The job description shall include education, experience, licensing and/or certification criteria, a description of duties and responsibilities, hours of work, salary range and performance evaluation criteria. When hiring staff for this grant project, the applicant shall obtain written documentation of work experience and personal references.



3. The applicant shall maintain an individual personnel file for each project staff member which will contain the application for employment, professional and personal references, applicable credentials/certifications, records of required medical examinations, personnel actions including time records, documentation of all training received, notation of any allegations of professional or other misconduct, and applicant's action with respect to the allegations, and date and reason if terminated from employment. All of these personnel materials shall be made available to the Grants Administrator upon request.
4. The applicant shall provide orientation sessions for each staff member with respect to administrative procedures, program goals, and policies and practices to be adhered to under the grant agreement.
5. The applicant shall maintain a current organizational chart, which displays organizational relationships and demonstrates who has responsibility for administrative oversight and clinical supervision over each priority service activity.
6. Any changes in staffing patterns or job descriptions shall be approved in writing in advance by the DHS Grants Officer.

## **Facility Requirements**

### **1. Regulations**

The applicant's facilities used during the performance of this agreement shall meet all applicable Federal, state, and local regulations for their intended use throughout the duration of the grant agreement. The applicant shall maintain current all required permits and licenses for the facilities. The applicant's failure to do so shall constitute a failure to perform under the agreement and be a basis for termination of the agreement for default.

### **2. Emergency Back-Up Site**

The applicant shall assure that an emergency site facility has been identified should the primary facility become unavailable for use as a result of a catastrophic event.

### **3. Accessibility**

All facilities offered for the provision of services under the grant agreement shall be accessible to persons with mobility and other limitations (e.g., persons who are visual impaired, deaf or hearing impaired), consistent with the Rehabilitation Act of 1973, P.L. 95-602 (Section 504), and the Americans with Disabilities Act, P.L. 101-336, as appropriate, which shall be incorporated in the grant agreement. The facilities shall be open for visiting by families and convenient to reach by public transportation.



#### **4. Maintenance**

The applicant shall provide all supplies and services routinely needed for maintenance and operation of the facility, such as security, janitorial services, and trash pick-up.

#### **Performance Standards and Quality Assurance**

1. The applicant shall monitor and evaluate the delivery of all services. At a minimum, the quality assurance program shall include a review of the appropriateness, quality and timeliness of each service.
2. The applicant shall develop and implement policies and procedures to evaluate the accuracy of data collection and reporting activities in accordance with protocols established or disseminated by the OECD.
3. The applicant shall participate in the evaluation of the project by appropriate internal staff and/or external evaluators with the assurance that client confidentiality will be maintained. These activities may include, but are not limited to, site visits, client surveys, or other data collection activities.

#### **Reports**

1. The applicant shall submit a monthly report to the Grant Administrator and/or designated staff, by the 10<sup>th</sup> day after the end of each month of service regarding the progress towards completion of tasks and requirements in the scope of services. Such reports must contain the following information in a format approved by the Grant Administrator:
  - a. Draft copies of all materials for use in implementing this grant should be submitted for approval by the OECD prior to preparation in final form and dissemination;
  - b. Program description including the targeted population with the total number and names of organizations and individuals invited to participate (and who have participated) in workshops, seminars, and/or courses, divided by the section of the District where they are located:
    - Demographics of the population served;
    - Collaboration (if any) with other organizations serving the target population;
    - Status of work plan, indicating the extent to which established milestones for the reporting month have been accomplished, and identifying proposed revisions to the work plan to address problem areas; and
    - A summary of the results of the evaluation of services under the quality assurance program.



2. A copy of the monthly report covering the period for which reimbursement is being requested must be accompanied all payment requests. Payment requests shall be based on invoices with supporting source documentation as may be required by the OECD. Failure to submit monthly progress reports and invoices in accordance with the terms and conditions of the agreement may result in the disallowance, suspension, and/or termination of grant funds.
3. The applicant shall submit to the Grant Administrator and/or designee a final closeout report no later than the 30th day after expiration of the grant agreement, summarizing all service delivery data, accomplishments, issues and recommendations.
4. The applicant shall report unusual incidents by electronic mail, facsimile or telephone to the Grant Administrator within 24 hours of the event in writing within five (5) days after occurrence. An unusual incident is an event, which affects staff (Administrative Agency's employees or applicant's staff) or clients that is significantly different from the regular routine or established procedures. Examples include, but are not limited to, death, injury, unexplained absence of a client from a program, physical, sexual, or verbal abuse of a client by staff or other clients, staff negligence, fire, theft, destruction of property, or sudden serious problems in the physical plant, complaints from the target populations; requests for information from the press, attorneys, or government officials outside DHS involved with the grant; and, client behavior requiring attention of staff not usually involved in their care.

### **Records**

1. The applicant shall keep accurate records of activities of the project. When delivering services, the applicant must maintain records reflecting initial and periodic assessments, if appropriate; initial and periodic service plan; and the ongoing progress of program activities.
2. The applicant shall provide the Grant Administrator, and other authorized representatives of the Department of Human Services and the District Government, such access to project and financial records as may be necessary for monitoring purposes. To ensure confidentiality and security, records should be kept in a locked file controlled by appropriate applicant staff.
3. The applicant shall retain records for at least three (3) years following final closeout of the grant.

### **Monitoring**

1. The OECD shall monitor and evaluate the performance of the applicant according to the scope of work and related service delivery standards set forth in the grant agreement. The Grant Administrator or his/her designee will make periodic scheduled and unscheduled site visits to monitor the implementation of the scope of work and terms and conditions.



2. The applicant shall provide the Grant Administrator and other authorized representatives of the District, such access to its facilities, records, clients and staff as may be necessary for monitoring purposes.
3. The Department of Human Services shall assign a staff person to monitor the project. The Grant Monitor shall review all written policies and procedures applicable to the project, review all monthly progress reports, conduct monthly and/or quarterly site inspections, and hold periodic conferences with the applicant to assess the grant's performance in meeting the requirements of the grant agreement.

### **Evaluation**

1. The Grant Administrator shall be authorized to assess the applicant's performance with respect to accomplishing the purposes of the grant agreement. Specifically, the applicant's performance shall be assessed to determine the quality of the services delivered and the applicant's ability to deliver services according to the deadlines established in the agreement.
2. The Applicant shall also provide a description of the methods to be utilized for evaluation and logistics.

## **SECTION IV                      GENERAL GRANT PROVISIONS**

### **Insurance**

The applicant when requested must be able to show proof of all insurance coverage required by law. All grantees that receive awards under this RFA must show proof of insurance prior to receiving funds.

### **Audits**

The applicant shall maintain an accounting system, which conforms to the generally accepted accounting principles and which will permit an audit of all income and expenditures received or disbursed in the provision of services under this grant.

At any time or times before final payment and three (3) years thereafter, the District may have the grantee's expenditure statements and source documentation audited.

The Applicant shall obtain an independent audit of program expenditures in accordance with P.L. 98-502 (the "Single Audit Act") and Office of Management and Budget Circular A-133, Audit of Institutions of Higher Education and other Non-profit Institutions. Two copies of the audit shall be submitted to the DHS Grant Administrator.



## **Nondiscrimination in the Delivery of Services**

In accordance with Title VI, of the Civil Rights Act of 1964, (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under any program or activity receiving funds.

## **SECTION V            PROGRAM SCOPE**

### **Program Area 1:     Telephone Hotline for Latchkey Children**

#### **General Purpose:**

The purpose of this program service area is to administer a telephone support hotline for school age children, ages 5-13, which is in self-care during after-school hours, living in the District of Columbia.

#### **Available Funding:**

DHS/OECD seeks to fund a maximum of one grant award up to \$100,000.

#### **Target Population:**

The primary target population to be served under this RFA is school-age children between the ages of 5 and 13 who attend public, private, parochial and charter schools in the District of Columbia.

#### **Locations of Services:**

The applicants shall reside and provide services under this program in Washington, DC. As appropriate, services will either be provided in appropriate facilities in Washington, DC, accessible to public transportation and to persons with mobility limitations.

#### **Applicants Responsibilities:**

Applicants shall demonstrate their capacity to operate a telephone hotline to support children between the ages of 5-13, who are in self-care, without parental supervision during after school hours in the District of Columbia. The applicant is responsible for, but not limited to:

1. Preparing and submitting to OECD within 15 days of the award, a detailed workplan for service, and budget and budget justification, which outlines schedule of proposed training to be provided, including estimated cost for production of materials and use of facility. The applicant should also provide a description of the method to be utilized for evaluating the training.





2. Implementing a telephone hotline service to provide support for children in self-care during after school hours for children living in the District of Columbia.
3. At minimum establishing four telephones lines to be operational during expected after school hours.
4. Producing a parent education handbook directory.
5. Collecting and maintain a database system on basic information on calls received and to obtain information that determines the age, sex, school and reason for the call and whether the child is home alone and/or with siblings and/or adult
6. Reporting outcomes, referrals and make recommendations for improvement, expansion, and/or enhancement.
7. Conducting classroom presentations to educate and counsel public, private, parochial and charters school children, on how to cope with being home without adult supervision, survival and self care skills, how to handle emergencies, assist with homework or refer to teacher help line or other appropriate areas of concerns.
8. Conducting presentations to inform and educate school officials, teachers, and parents care providers and volunteers of the availability of telephone support services to children. The presentations should include the dissemination of resources and referral information that pertains to children and their parents.
9. Recruiting, screening and training volunteers to listen and respond to children in a non-judgmental way; provide reassurance and assistance to children in thinking out their problems and concerns.
10. Collecting and compiling data that will track the number of phone calls per day, the number of hours worked by volunteers; the number of presentations made to schools, parents, school officials and community organizations on a monthly basis and the number of participants in each category; and provide list of the names of schools and organizations visited.
11. Developing and producing informational materials/packets related to hotline support services for school-aged children. The informational materials/packets may include but are not limited to handouts, brochures, signs, banners, brochures, etc. The materials may be used for presentations and other outreach activities.
12. Submitting to OECD prior to dissemination and use a copy of the information materials/packets and parent education directory to be distributed to participants in final form.



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## **Program Area 2: First Aid and Pediatric Cardiopulmonary Resuscitation (CPR) Training**

### **General Purpose:**

The applicant shall provide Pediatric CPR and First Aid training to enhance the knowledge and skills necessary of child care providers, volunteers and parents to perform First Aid and CPR on infant, toddlers, and children effectively.

### **Available Funding:**

DHS/OECD seeks to fund a maximum of one grant award up to \$100,000.

### **Target Population:**

The target population for Pediatric CPR and First Aid shall include persons working in licensed child care centers and family child care homes with priority to those programs with a provider agreement with the Office of Early Childhood Development (OECD); relative in-home providers, and potential providers participating in OECD funded grants or Child Development Associate Credential program or program of the MACECD/OECD Accreditation Partner.

### **Locations of Services:**

The applicant shall reside and provide services under this RFA in Washington, DC. As appropriate, services will either be provided in appropriate facilities in Washington, DC, accessible to public transportation and to persons with mobility limitations.

### **Applicants Responsibilities:**

The applicant must demonstrate the capabilities, expertise, and experience to plan, implement and evaluate Pediatric CPR and First Aid Training for childcare providers in the District of Columbia. The applicant must demonstrate that their staff is composed of instructors/trainers, who are certified in Pediatric CPR and First Aid.

The applicant is responsible for:

1. Preparing and submitting to OECD within 15 days of the award, a detailed workplan for service, and budget and budget justification, which outlines schedule of proposed training to be provided, including estimated cost for production of materials and use of facility. The applicant should also provide a description of the method to be utilized for evaluating the training.



2. Submitting to OECD prior to dissemination and use a copy of the training curriculum and/or description of training topics to be covered and a copy of the training brochures and handouts be distributed to participants in final form.
3. Coordinating and implementing training that targets childcare providers, center and faith-based organizations, family childcare, in-home and relative care and parents in the District of Columbia.
4. Increasing the number of childcare providers, parents, and volunteers who are certified and/or require re-certification in administering First Aid and CPR to infants, toddlers and school-aged children in the District of Columbia.
5. Applying appropriate guidelines established by the American Academy of Pediatrics and American National Red Cross for First Aid and CPR.
6. Projecting at least a minimum of 800, child care providers, center and faith-based organizations, family child care, in-home and relative care and parents who will receive training during the grant period.
7. Ensuring that 90-95% of participants receive certification in First Aid and CPR.
8. Providing classroom lectures and instructions that demonstrate the various first aid techniques utilizing proper first aid procedures.
9. Providing substantial opportunity for participants to develop their first aid skills by practicing various first aid techniques and use of proper procedures.
10. Demonstrating practical application of CPR techniques to infants, toddlers, and school-aged children employed by single and two person rescuers, as well as appropriate response to breathing emergencies.
11. Using audio visual aids, including videotapes, with focused topics as appropriate.
12. Preparing monthly narrative reports, which documents and describes program successes, unmet needs, barriers, problems encountered, attendance, training schedule and certifications completed and incomplete. Also, record the names, addresses, phone numbers and organizations represented for each person training session and provide the listing to OECD.
13. Preparing and disseminating certifications of all successful workshop/lecture participants by the end of the training and/or within 3 days of completing training.



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## **SECTION VI                      REVIEW AND SCORING OF APPLICATIONS**

### **Review Panel**

The review panel will compose of unbiased, qualified, professional individuals who have been selected for their unique experiences in human services and childcare provision. The review panel will review, score and rank each application. Upon completion of its review, the panel shall make recommendations for awards based on the scoring process. DHS/OECD shall make the final funding determinations.

### **Scoring Criteria**

Applicants' submissions will be objectively reviewed against the following specific scoring criteria. Each program area has specific requirements; therefore, applicants should refer to the evaluation criteria that pertain to that particular program area.

#### **Program Area 1:        Telephone Hotline Support Services**

##### **1. Theoretical and Technical Soundness of the Proposal (25 points)**

- a. The extent to which the applicant demonstrates its understanding of the requirements, the need for telephone support services for children, and the ability to describe the method of service delivery
- b. The extent to which activities, workplan and budgets are consistent with clearly defined measurable and time specific performance objectives.
- c. The extent to which the applicant has clearly delineated and justified the proposed impact and benefits of the program (e.g. successful and unsuccessful participants, barriers, challenges, etc).
- d. The extent to which the applicant demonstrates the ability to adequately evaluate the effectiveness of the project and for determining the extent to which objectives are accomplished.

##### **2. Organizational Capability and Relevant Experience (30 points)**

- a. The extent to which the applicant includes a detailed, well-organized, and credible plan of action to carry out the proposed services.
- b. The extent to which the applicant has demonstrated relevant experience with implementing funded services to the population to be served and consistency with the purpose presented in the Synopsis of Program Services.
- c. The extent to which the applicant has well documented existing linkages and collaborative agreements in place with other service providers (e.g. community-based organizations) in providing high quality, responsive services to young children and their families.



- d. The extent to which cultural competency and appropriateness of services are demonstrated. Language issues are addressed through the availability of staff with appropriate interpretative and communication skills, including non-English speaking individuals and the hearing impaired.

### **3. Sound Fiscal Management and Reasonable Budget (35 points)**

- a. The extent to which the proposed budget is reasonable, appropriate, and cost-effective in view of the proposed services, strategies, and anticipated outcomes.
- b. The extent to which the applicant has mobilized staffing, supervision, management and quality control mechanisms to promote effective and efficient service delivery.
- c. The extents to which the applicant demonstrates that the proposed budget is realistic and will achieve project objectives.
- d. The extent to which the applicant meets all applicable licensure, certification and accreditation requirements for staff and facilities.
- e. The extent to which the applicant provides documented evidence of sound financial stability through the submission of copies for the past two years annual audit reports, financial statements, and/or tax returns, District's tax and revenue certifications.

### **4. Overall Support for and Feasibility of the Project (Total 10 points)**

- a. The applicant demonstrates that the proposed program will be fully supported by management and the governing body of the applicant (parent organization, if applicable), and that the project is compatible with the mission of the organization and will be effectively coordinated and integrated with its other activities. **(5 points)**
- b. The applicant demonstrates the ability to secure additional resources other than grant funds awarded by OECD to continue and sustain the project. **(5 points)**



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## **Program Area 2: First Aid and Pediatric CPR Training Program**

### **1. Theoretical and Technical Soundness of the Proposal (25 points)**

- a. To the extent which the objectives of the proposed project are clearly defined, measurable and time specific.
- b. The extent to which the applicant has clearly delineated and justified the proposed impact and benefits of the program (e.g. successful and unsuccessful participants, barriers, challenges, etc).
- c. The extent to which the applicant demonstrates the ability to adequately evaluate the effectiveness of the project and for determining the extent to which objectives are accomplished.

### **2. Organizational Capability and Relevant Experience (30 points)**

- a. The extent to which the applicant's knowledge and experience relevant to the service is detailed, well organized, and a credible plan of action is established.
- b. The extent to which the applicant demonstrates competence in the provision of the services to be funded and consistency with the purpose presented in the Synopsis of the Program Services.
- c. The extent to which the applicant has relevant experience with the population and geographic area to be served.
- d. The extent to which the applicant's capacity to administer the proposed program is demonstrated, as follows:
  - Evidence that staff are certified Pediatric CPR and First Aid Trainers/Instructors, who are responsible for logistics and quality assurance during training
  - The proposed facilities, staffing, supervision, management and quality control mechanisms to promote efficient and cost effective service delivery.
  - Cultural competency and appropriateness of services are demonstrated. Language issues are addressed through the availability of staff with appropriate interpretative and communication skills, including non-English speaking individuals and the hearing impaired.



### **3. Sound Fiscal Management and Reasonable Budget (35 points)**

- a. The extent to which the proposed budget is reasonable, appropriate, and cost-effective in view of the proposed services, strategies, and anticipated outcomes.
- b. The extent to which the applicant has mobilized staffing, supervision, management and quality control mechanisms to promote effective and efficient service delivery
- c. The extents to which the applicant demonstrates that the proposed budget is realistic and will achieve project objectives.
- d. The extent to which the applicant meets all applicable licensure, certification and accreditation requirements for staff and facilities.
- e. The extent to which the applicant provides documented evidence of sound fiscal management and financial stability through the submission of copies for the past two years documented annual audit reports, financial statements, and/or tax returns, District's tax and revenue certifications.

### **4. Overall Support for and Feasibility of the Project (Total 10 points)**

- a. The applicant demonstrates that the proposed program will be fully supported by management and the governing body of the applicant (parent organization, if applicable), and that the project is compatible with the mission of the organization and will be effectively coordinated and integrated with its other activities. **(5 points)**
- b. The applicant demonstrates the ability to secure additional resources other than grant funds awarded by OECD to continue and sustain the project. **(5 points)**

### **Decision on Award**

A review panel appointed by the Office of Research and Analysis (ORA) will evaluate applicants. The review panel will rate and rank only those applications, which are responsive to the requirements of the Request for Application (RFA) solicitation package. The final decision on awards rests solely with DHS/OECD. **A maximum of one award per program area is expected to be made under this RFA.**



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## SECTION VII APPLICATION FORMAT

Applicants are required to follow the format below and each proposal must contain the following information:

- Applicant Profile (**See Attachment A**)
- Table of Contents
- Proposal Summary (**3 pages**)
- Project Narrative (**15 pages**)
- Organizational Experience and Qualifications of Applicant (**2 pages**)
- Project Work Plan (**Not counted in page total, See Attachment**)
- Staffing Plan (**Not counted in page total, See Attachment**)
- Program Budget and Budget Narrative (**Not counted in page total, See Attachment**)
- Certifications and Assurances (**Not counted in page total, See Attachments and**)
- Appendices (Resumes, Organization Chart, Position Descriptions)  
(**Not counted in page total**)
- Collaboration Commitment Form (**If necessary, See Attachment**)
- Definitions (**Attachment**)
- Federal Regulations (**Attachment**)

The number of pages designated for each section is a recommendation. Applicants should not exceed the number of pages recommended for that section. However, the maximum number of pages for the total application **cannot exceed 20 double-spaced pages on 8½ by 11-inch paper double-spaced, on one side, (the entire document must be double-spaced – including bullet items) using 12-point type Times New Roman or Courier font, with one-inch margins.** Pages must be numbered. ORA will not forward applications to the review panel that do not conform to this requirement.





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## **Description of Application Sections**

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that applications reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

### **Applicant Profile**

Each application must include an Applicant Profile, which identifies the applicant, type of organization, project service area and the amount of grant funds requested. See Attachment A.

### **Table of Contents**

The Table of Contents should list major sections of the proposal with quick reference page indexing.

### **Application Summary**

This section of the application should be brief and serve as the cornerstone of the application. The application summary should highlight the major aspects of the proposed services that are discussed in depth in other sections of the application. **(3 pages)**

### **Project Narrative**

This section of the application should contain the narrative that justifies and describes the project to be implemented. **(15 pages)**

### **Organization, Experience and Qualifications of Applicant (2 pages)**

The applicant must provide detailed information on the qualifications and experience of project staff to demonstrate the organizational capability to provide the services described in the RFA. The applicant must list the key personnel who will be assigned to the proposed project and state the percentage of time each will devote to the project in total.

### **Program Budget and Budget Narrative**

Standard budget forms are provided in **Attachment E**. The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct and indirect costs. The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures.



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### *Personnel*

Salaries and wages for full and part-time project staff should be calculated in the budget section of the grant proposal. If staff members are being paid from another source of funds, their time on the project should be referred to as donated services (i.e., in-kind, local share and applicant share). Applicants should include any matching requirements, either case or in-kind.

### *Non-personnel*

These costs generally include expenditures for space---rented or donated--- and should be comparable to prevailing rents in the surrounding geographic area. Applicants should also add in the cost of utilities and telephone services directly related to grant activities, maintenance services (if essential to the program) and insurance on the facility.

Costs for the rental, lease and purchase of equipment should be included, listing office equipment, desks, copying machines, word processors, etc. Cost for supplies such as paper, stationary, pens, computer diskettes, publications, subscriptions and postage should also be estimated.

All transportation-related expenditures should be included, estimates on staff travel, pre-approved per diem rates, ground transportation, consultant travel costs, employee reimbursement and so forth.

### *Indirect Costs*

Indirect costs are cost that are not readily identifiable with a particular project or activity but are required for operating the organization and conducting the grant-related activities it performs. Indirect costs encompass expenditures for operation and maintenance of building and equipment, depreciation, administrative salaries, general telephone services and general travel and supplies.

### **Certifications and Assurances**

Applicants shall provide the information requested in Attachments B and C and return them with the application.



## Appendices

This section shall be used to provide technical material, supporting documentation and endorsements. Such items may include:

- Audited financial statements;
- Indication of nonprofit or for-profit corporation status;
- Roster of the Board of Directors;
- Proposed organizational chart for the project;
- Organizational budget (as opposed to project budget);
- Staff resumes; and
- Planned job descriptions.

## SECTION VIII LIST OF ATTACHMENTS

<b>Attachment A</b>	<b>Applicant Profile</b>
<b>Attachment B</b>	<b>Certifications</b>
<b>Attachment C</b>	<b>Assurances</b>
<b>Attachment D</b>	<b>Original Receipt</b>
<b>Attachment E</b>	<b>Budget</b>
<b>Attachment F</b>	<b>Work Plan</b>

## ATTACHMENT A

FY 2003 Latchkey, CPR and First Aid Grant



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### Applicant Profile

**Applicant Name:** \_\_\_\_\_

#### TYPE OF ORGANIZATION

Small Business \_\_\_\_\_ Non-Profit Organizations \_\_\_\_\_ Other \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

Office Address: \_\_\_\_\_

\_\_\_\_\_

Phone/Fax: \_\_\_\_\_

**Program Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### BUDGET

Total Funds Requested: \$ \_\_\_\_\_

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**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office of the Chief Financial Officer**



**Certifications Regarding**  
**Lobbying; Debarment, Suspension and Other Responsibility**  
**Matters; and Drug-Free Workplace Requirements**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

**1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

**2. Debarment, Suspension, And Other Responsibility Matters (Direct Recipient)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

**A. The applicant certifies that it and its principals:**

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;**
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;**
- (c.) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and**
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and**

**B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.**

**1. Drug-Free Workplace (Grantees Other Than Individuals)**

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

**A. The applicant certifies that it will or will continue to provide a drug-free workplace by:**

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;**
- (b) Establishing an on-going drug-free awareness program to inform employees about—**
  - (1) The dangers of drug abuse in the workplace;**
  - (2) The applicant's policy of maintaining a drug-free workplace;**



- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Department of Human Services, Office of Early Childhood Development, 717 14<sup>th</sup> Street, NW, Washington, DC 20005. Notice shall include the identification number(s) of each effected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
- (1) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e), and (f).
- B. The applicant may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

**Drug-Free Workplace (Grantees who are Individuals)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for grantees as defined at 28 CFR Part 67; Sections 67.615 and 67.620--



- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:

Department of Human Services, Office of Early Childhood Development, 717 14<sup>th</sup> Street, NW, Washington, DC 20005.

As the duly authorized representative of the applications,  
I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address

2. Application Number and/or Project Name

3. Federal Tax Identification No.

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date





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## ASSURANCES

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.

Also, the Application assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et. seq.).
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.



9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase “Federal Financial Assistance”, includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
12. It will comply, and all its contractors will comply, with; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IIX of the Education Amendments of 1972; and the Age Discrimination Act of 1975.
13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
14. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
15. It will comply with the provisions of the Coastal Barrier Resources Act (P.L 97-348), dated October 19, 1982, (16 USC 3501 et. seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

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Signature

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Date

## ATTACHMENT D

*FY 2003 Latchkey, CPR and First Aid Grant*



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**Office of Research and Analysis**  
441 4<sup>TH</sup> STREET, NW, SUITE 400 SOUTH  
WASHINGTON, DC 20001

**Department of Human Services**  
**Office of Early Childhood Development**  
**FY 2003 Latchkey, CPR and First Aid Grant**

THE OFFICE OF RESEARCH AND ANALYSIS (ORA) IS IN RECEIPT OF AN APPLICATION FROM:

---

(Contact Name/Please Print Clearly)

---

(Organization Name)

---

(Address, City, State, Zip Code)

---

(Phone/Fax)

---

(Program Area)

---

(Amount Requested)

### ORA USE ONLY:

#### Please Indicate Time:

ORIGINAL APPLICATION and \_\_\_\_\_ COPIES.

RECEIVED ON THIS DATE \_\_\_\_\_ ☒ \_\_\_\_\_ ☒ 2003

Received by: \_\_\_\_\_

**APPLICATIONS RECEIVED AFTER 5:00 PM**

**WILL NOT BE FORWARDED TO THE REVIEW PANEL**

## ATTACHMENT E

### BUDGET FY 2003 Latchkey, CPR and First Aid Grant



Agency:

Service Area:

Budget:

Date of Submission:

Project Manger:

Telephone #:

CATEGORY	ADMINISTRATION	PROGRAM SERVICE	TOTAL
Personnel			
Fringe Benefits			
Travel			
Equipment			
Supplies			
Contractual			
Other			
Subtotal Direct Costs			
Indirect/Overhead			
TOTAL:			

MAY BE SINGLE-SPACED

**ATTACHMENT F****WORK PLAN**

Agency	Submission Date
Ward	Project Manager
Budget \$	Telephone #
Measurable Objectives/Activities	
1. Objective:	
Activities:	
2. Objective:	
Activities:	

**Please make copies if necessary.****MAY BE SINGLE-SPACED**

## ATTACHMENT G



FY 2003 Latchkey, CPR and First Aid Grant

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